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Chief, Management Staff

17 October 1956

25X1A9a

Chief, GMM Staff, DD/P Area

*File*

Area Weekly Report for Period 11 October Through 17 October 1956

25X1A9a Training - [redacted] started the Rapid Reading Course - 1 hour per day for 7 weeks.

Completed Projects

Number	Subject	No. of Posi.	Assigned To
6-32	Follow up of Name Check Study		
MS-1014	Request for the Reclassification of positions within the approved WH T/O	4	[redacted]
MS-1037	Request for T/O Change (WH UV to V Hq.)	1	[redacted]
MS-1017	Upgrading of Position MGP-1039	1	[redacted]
MS-1019	Transfer of Slot BFF 1954	1	[redacted]
MS-1025	Transfer of 1 Slot from V to UV	1	[redacted]
MS-1030	Transfer of Departmental Slot From V to UV	1	[redacted]
MS-1036	Transfer of 1 Position (Crew Chief at [redacted] From PL-2 to PL-3 at [redacted] (Regional Support Section)	1	[redacted]
MS-1038	Conversions of Vouchered and Unvouchered funds, PP Staff	2	[redacted]
MS-1042	Transfer of BG 431 within SA/3	1	[redacted]
MS-1988	Each mail room be assigned a number		[redacted]

Incomplete Projects

Number	Subject	No. of Posi.	Target Date	Assigned To
6-42	CS Information Reports Distribution Analysis and Procedures			
MS-1048	Transfer of Slot From [redacted]	1	19 Oct	[redacted]
MS-1049	Transfer of Departmental Slot From UV to V	1	22 Oct	[redacted]
MS-1051	Request for Ret. of a Intel Officer (PI), GS-0136.51-12 (BI) Position and Ceiling on the Approved Project [redacted]	1	22 Oct	[redacted]
MS-953	Statement of Functions, Installation & Maintenance Branch, OC-M		15 Oct <sup>1</sup>	[redacted]
MS-995	Request for Reclassification of Positions within the Approved WH Div. T/O		12 Oct <sup>1</sup>	[redacted]
MS-992	See MS-1001	2	22 Oct	[redacted]
MS-1001	Setting up [redacted]		22 Oct	[redacted]

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	<u>Number</u>	<u>Subject</u>	<u>No of Posi.</u>	<u>Target Date</u>	<u>Assigned To</u>	
25X1A6a	MS-1006	Station Organizational Changes		29 Oct		IA
25X1A6a	MS-1029	Upgrading of BGF 1137 and BGF 523 Station, NGB)	2	26 Oct		IA
25X1A6a	MS-1031	Reallocation of BGF 725	1	26 Oct		IA
	MS-1039	Reallocation of BGF 693, EE Div.	1	16 Oct		IA
	MS-1040	Reallocation of BGF 715.02, EE Div.	1	16 Oct		IA
	MS-1045	Reclassify 2 Positions in WH	2	22 Oct		IA
	MS-1047	T/O Position	4	22 Oct		IA
	MS-1052	Redesignation of Unit		22 Oct		IA
	MS-980	FE Deletion of Slots	12	5 Oct		A
	MS-981	T/O Change FE/3	18	12 Oct <sup>1</sup>		A
	MS-984	FE Request for Transfer of T/O Position to RI		10 Oct		A
	MS-1022	Establishment of RI Machine Branch	30	24 Oct		A
	6-30	ED/P Forms Program		19 Oct <sup>2</sup>		IA
	6-44	Admin Burden Small Stations		19 Oct <sup>3</sup>		A
	MS-1011	Submission of proposed Hq. T/O for Br. 1, FE	54	5 Oct		A

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- 1 Delayed in Personnel. Request extension to 18 October.
- 2 Awaiting intramanagement coordination with Records Management.
- 3 Coordination from Leg not received. Request extension to 26 October.